

MEMORANDUM

To: Special Education Directors for
LEAs in Year 2 of monitoring cycle

From: Lynn Busenbark, Ph.D.
Director of Program Support
Exceptional Student Services

Date: December 8, 2001

Subject: **Technical assistance opportunity**



Exceptional Student Services (ESS) is offering you a unique opportunity to get a head start on your compliance monitoring coming up in two years. Over time, it has been apparent that schools with up-to-date forms are in much better shape during on-site monitorings than are schools using incomplete or outdated forms. And most of the time, the school staff did not know whether or not their forms were current.

For this reason, ESS has developed a forms checklist. The checklist is attached to this memo. You can use the checklist in two ways:

- Submit the forms indicated on the checklist to your ESS specialist and s/he will review them and, if necessary, make recommendations for change, or;
- Engage in a self-study within the LEA, using your own staff to review and make recommendations.

We strongly encourage you to take this opportunity to have your ESS specialist assist you, however it is not mandatory. If you elect to send your forms to us, please do not send multiple versions of the same form, e.g., two different IEP formats, and do not send any forms that have student information on them. We will be reviewing only the form, not how you fill them out.

Please have the forms to ESS no later than March 29th. This will provide us with review time and you with revision time before next school year. Send the copies to Matt Dahl, Exceptional Student Services, 1535 W. Jefferson, Phoenix, AZ 85007.